



U.S. House of Representatives

Office of the Congressman Rob Wittman
Washington, DC 20515

Rob Wittman
Congressman VA-1

1123 Longworth HOB
Washington, DC 20515
Phone 202-225-4261
Fax 202-225-4382

Scheduling Request for Congressman Rob Wittman

Event Name:		Date of Request:	
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Date of Event: _____

Start Time of Event: _____ **End Time of Event:** _____

Location (please give name of city, county or town): _____

Event Address (i.e. Street Address): _____

Name of Sponsoring Organization: _____

Estimated Number of Attendees at Event:	
Please mark appropriate box:	
Type of Event:	<input type="checkbox"/> Breakfast <input type="checkbox"/> Luncheon <input type="checkbox"/> Dinner <input type="checkbox"/> Reception <input type="checkbox"/> Meeting <input type="checkbox"/> Parade <input type="checkbox"/> Rally <input type="checkbox"/> Picnic <input type="checkbox"/> Other (specify)
Is The Congressman expected to give remarks?:	
<i>If so, please give preferred length of remarks:</i>	
<i>Is there a specific topic he is to cover in his remarks?:</i>	
<i>If so, please provide topic:</i>	
Is a question & answer period part of the program?:	
<i>If so, how long is the Q&A period?:</i>	
Are elected officials or other candidates attending?:	
<i>If so, please list those invited:</i>	

Is the Media invited to attend?:	
Name of Principal Contact:	
Telephone number of Principal Contact:	
Email of Principal Contact:	
Fax number of Principal Contact:	

Return to: Courtney Carrow, Scheduler
Office of Congressman Rob Wittman
1123 Longworth HOB
Washington, DC 20515
courtney.carrow@mail.house.gov
Phone 202-225-4261 or Fax 202-225-4382

Date Received (for internal use only) :	
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